

DUTY STATEMENT

		EFFECTIVE DATE August 5, 2021
BRANCH Administrative Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 501 - 7500 - 001	
DIVISION/UNIT Executive	CLASS TITLE Career Executive Assignment Level C	
INCUMBENT NAME Vacant	WORKING TITLE Chief Administrative Officer	
CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.		
<p>Under the general direction of the Chief Operating Officer (COO), the Chief Administrative Officer provides high level oversight and overall management for the Facilities Management and Services, Business Continuity, Procurement and Contract Services and Human Resources Divisions, providing overall management of CalSTRS administrative services operations that support and are critical to the management of investments and the delivery of pension benefits and services. The Chief Administrative Officer provides departmental policy advice to the Chief Executive Officer, COO, and the Teachers' Retirement Board (TRB); is a member of Executive Staff; and is responsible for the vision, strategic direction, policy development and management of CalSTRS Administrative Services Branch.</p>		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.	
35%	ESSENTIAL FUNCTIONS <i>(completion required)</i> Act as an expert and policy advisor, providing direction and leadership for the work, activities and performance of the divisions and staff within the Administrative Services Branch. Oversee the administrative services operations of the organization including, facilities management, facilities services, business continuity, procurement, contract services, and human resources. Provide executive leadership, management direction and policy guidance to ensure that administrative services operations are clearly aligned with the strategic priorities outlined by the TRB. Develop and administer annual business plans for the Administrative Services Branch. Develop and oversee performance management and metric activities to track progress and measure outcomes and improvements for all Administrative Services Branch activities. Formulate and direct the development and implementation of new or revised policy and procedures necessitated by legislative, policy and/or information system changes. Serve as an Executive member of the Operations and Customer Service Performance Reviews and the Enterprise Risk Management meetings.	
30%	Act as chief advisor to the CEO, COO and Executive Team on matters relating to procurement, contracts, facilities management and services, business continuity, human resources and other administrative policies affecting the programs of CalSTRS. Act as chief advisor on matters related to talent management strategies, business continuity strategies, and major facilities construction and modification projects. In cooperation with the Chief Technology Officer, oversee and monitor the activities related to the most complex and high-dollar IT procurement decisions. In cooperation with the Chief Investment Officer, oversee and monitor the activities related to the procurement of the most complex and sensitive Investment contracts. Formulate, develop, and implement risk management strategies for all aspects of the Administrative Services Branch and ensure monitoring of the systems of internal controls. In conjunction with the Chief Technology Officer direct organizational wide activities related to disaster recovery and business disruption mitigation and solutions, including comprehensive business impact analyses of critical processes and corresponding technology systems. Act as a staff resource to the TRB and its committees, providing advice and consultation in rendering sensitive technical operational, fiscal, procurement, risk management, and personnel decisions impacting the organization. Deliver formal written and oral presentations and reports to the TRB and its Committees.	
30%	Serve as a member of CalSTRS Executive Management Team and participates in program and policy direction and the development of CalSTRS Teachers' Retirement Board's Strategic Plan and Annual Business Plan. Provide consultation and advice to the TRB, Executive Staff and Senior Leadership Team. Act as a member of the Enterprise Program Investment Council. Provide consistent leadership and support for improvement efforts throughout CalSTRS and establish strategic direction for major administrative services program changes and enhancements with a focus on CalSTRS long-term sustainability. Act as the executive sponsor of the Project Review Council. Act as executive sponsor of classification study projects and the co-executive sponsor of the Human Resources MIS project. Act as an	

5%

executive sponsor on other highly visible and mission critical enterprise projects. Makes presentations to and represents CalSTRS before legislative, media, control agencies and labor groups.

MARGINAL FUNCTIONS

May act on behalf of the Chief Operating Officer as required.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies:

- Decision Making and Risk Management
- Fostering Diversity
- Interpersonal Empathy and Understanding
- Organizational Awareness and Global Perspective
- Personal Strength and Maturity
- Results Orientation and Professional Confidence
- Strategic Thinking and Implementation

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives, and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Demonstrated commitment to an inclusive leadership style and ability to give and receive feedback with the highest level of professionalism.
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Occasional overnight travel for meetings.
- Work in a high-rise building.
- Work hours may vary, such as weekends, evenings, and holidays.
- Ability to use a computer keyboard and mouse several hours a day.
- Read from computer screens several hours a day

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED

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